

An Advanced Contract Award Notice (ACAN) for Translation Services for CIRNAC

1. Advance Contract Award Notice (ACAN)

An ACAN is a public notice indicating to the supplier community that a department or agency intends to award a contract for goods, services or construction to a pre-identified supplier, thereby allowing other suppliers to signal their interest in bidding, by submitting a statement of capabilities. If no supplier submits a statement of capabilities that meets the requirements set out in the ACAN, on or before the closing date stated in the ACAN, the contracting officer may then proceed with the award to the pre-identified supplier.

2. Definition of the requirement

The Department of Crown-Indigenous Relations and Northern Affairs Canada requires the translation of a Report document from English to French and a Summary Report document from English to French and from English to James Bay Cree, Plains Cree, Ojibway and Inuktitut. The work will involve the followings:

1. **Document 1:** The main document consists of a 208+ page full report in English to be translated in French.
2. **Document 2:** The Summary Report consists of 34+ pages in English to be translated into the following languages:
 - French;
 - James Bay Cree;
 - Plains Cree;
 - Ojibway; and
 - Inuktitut.

3. Criteria for assessment of the Statement of Capabilities (Minimum Essential Requirements)

Any interested supplier must demonstrate by way of a statement of capabilities that it meets the following requirements:

- Have at least 5 years of experience providing translation from English to French and English to various Indigenous languages (James Bay Cree, Plains Cree, Ojibway and Inuktitut);
- Have experience providing complex translation* project for the public sector (at least 3 projects);
- Be able to translate the above documents on or before January 15, 2021.

* Complex Translation is described as follows:

- Translation into multiple (minimum of 2) Indigenous languages;
- Minimum of one (1) page document translation with primarily text;
- Document translation with multiple stakeholder audience; and
- Document translation ultimately intended for public dissemination.

4. Applicability of the trade agreement(s) to the procurement

This procurement is subject to the following trade agreement(s):

Not applicable.

5. Set-aside under the Procurement Strategy for Aboriginal Business

Not applicable.

6. Comprehensive Land Claims Agreement(s)

Not applicable.

7. Justification for the Pre-Identified Supplier

After some research and due to the urgency and specialized area of translation, Wintranslation is the only supplier who can meet the Department's requirements.

8. Government Contracts Regulations Exception(s)

The following exception(s) to the *Government Contracts Regulations* is invoked for this procurement under subsection 6(d) - "only one person is capable of performing the work").

9. Ownership of Intellectual Property

Canada intends to retain ownership of any Foreground Intellectual Property arising out of the proposed contract on the basis that the main purpose of the contract is to generate knowledge and information for public dissemination.

11. Period of the proposed contract or delivery date

The translated report must be delivered on or before January 15, 2021.

12. Cost estimate of the proposed contract

The estimated value of the contract, including option(s), is \$107,170.20 (GST/HST extra).

13. Name and address of the pre-identified supplier

Wintranslation

Suite 602, 2197 Riverside Drive
Ottawa, Ontario K1H 7X3

Phone: 613-686-1278
Fax: 613-248-4969

www.wintranslation.com

14. Suppliers' right to submit a statement of capabilities

Suppliers who consider themselves fully qualified and available to provide the goods, services or construction services described in the ACAN may submit a statement of capabilities in writing to the contact person identified in this notice on or before the closing date of this notice. The statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.

16. Closing date for a submission of a statement of capabilities

The closing date and time for accepting statements of capabilities is November 12, 2020 at 8:30 am EST.

17. Inquiries and submission of statements of capabilities are to be directed to:

Name: Miriam Britel
Title: Senior Procurement Expert
E-mail: miriam.britel@canada.ca